

**Minutes of the Meeting of the  
ARKANSAS HOME INSPECTOR REGISTRATION BOARD**

Department of Labor & Licensing  
Wednesday – November 3, 2021 @9:30 a.m.

**I. CALL TO ORDER / ROLL CALL**

Mr. Burkhead called the meeting to order at 9:35 a.m.

**Board Members Present:**

Daniel Burkhead, Chairman	Allen Trammell, Vice Chairman	Chris Perry
WC McBride, Secretary/Treasurer <i>(via Zoom)</i>	Dillon Erwin	Bob Downum <i>(absent)</i>
Marliese Kerr <i>(absent)</i>		

**Board Administrator:** Charlotte London

**Assistant Attorney General:** Julie Chavis *(via Zoom)*

**New Applicants *(via phone & Zoom)*:** Bryan Bone, Spencer Haslett, Ron Johnson, Brian Shannon, Brandon Tidwell, Seth Wood

**Others Present:** Former Board Members – Tom Allen and Wayne Pace; Gayathri Arunachalam, ADLL Software Support Analyst

**II. APPROVAL OF November 3, 2021 MEETING AGENDA**

Mr. Erwin made a motion to approve the agenda. Mr. Trammell seconded the motion. All Board members voted aye in favor of the motion.

**III. SPECIAL PRESENTATION**

Mr. Trammell presented Mr. Pace with a plaque, from the Board, to thank him for his years of service on the Board. Mr. Pace thanked the Board members for the plaque.

**IV. APPROVAL OF MINUTES**

1. August 4, 2021
2. September 1, 2021 – Incomplete
3. October 6, 2021 - Incomplete

Mr. Erwin made a motion to approve the August minutes. Mr. Trammell seconded and all Board members voted aye in favor of the motion.

Mr. Trammell made motion to table the September and October minutes until the next Board Meeting. Mr. Erwin seconded the motion and all Board members voted aye in favor of the motion.

**V. FINANCIALS**

- |                               |                                 |
|-------------------------------|---------------------------------|
| 1. November 2020 - Incomplete | 7. May 2021 – Incomplete        |
| 2. December 2020 – Incomplete | 8. June 2021 – Incomplete       |
| 3. January 2021 – Incomplete  | 9. July 2021 – Incomplete       |
| 4. February 2021 – Incomplete | 10. August 2021 – Incomplete    |
| 5. March 2021 – Incomplete    | 11. September 2021 – Incomplete |
| 6. April 2021 – Incomplete    | 12. October 2021 - Incomplete   |

Mr. Perry made a motion to table approval of the financials until the next Board Meeting. Mr. Erwin seconded the motion. All Board members voted aye in favor of the motion.

## VI. STATUS OF COMPLAINTS / APPEALS / HEARINGS

### 1. Old Complaints

1. **202107-18** – Complaint Filed July 2021. Notification to HI sent by Regular mail on 8/10/2021. HI response received 8/25/2021. Complaint emailed to Investigator on 10/01/2021. Summary received from Investigator on 10/11/2021.
2. **202108-19** - Complaint Filed August 2021. Notification to HI sent by Regular mail and Email on 8/10/2021. HI response received via email on 8/16/2021. Complaint emailed to Investigator on 10/01/2021. Summary received from Investigator on 10/11/2021 with recommendation of Dismissal.
3. **202109-20** - Complaint Filed September 2021. Notification to HI sent by Certified & Regular mail on 10/01/2021. HI response received via email on 10/11/2021. Complaint emailed to Investigator on 10/13/2021. Summary received from Investigator on 10/15/2021 with recommendation of Dismissal.

Ms. Chavis gave the updates on the complaints. She said she would have to check on Complaint #202107-18. She asked the Board to vote on the Investigator's recommendation of Dismissal of Complaints #202108-19 and #202109-20.

Mr. Trammell made a motion to approve dismissal of Complaints #202108-19 and #202109-20. Mr. Perry seconded the motion and all Board members voted aye in favor of the motion.

### 2. New Complaints

1. **202110-21** - Complaint Filed October 2021. Notification to HI sent by Certified & Regular mail on 10/20/2021.
2. **202110-22** - Complaint Filed October 2021. Notification to HI sent by Certified & Regular mail on 10/20/2021.
3. **202110-23** - Complaint Filed October 2021. Notification to HI sent by Certified & Regular mail on 10/28/2021.

### 3. Hearings

None Scheduled

## VII. REVIEW OF NEW APPLICANTS

### A. New Applicants

- |                    |                     |
|--------------------|---------------------|
| 1. Mark Armstrong  | 6. Kerry Muegge     |
| 2. Logun Bain      | 7. Blayne Philbrook |
| 3. Bryan Bone      | 8. Brian Shannon    |
| 4. Spencer Haslett | 9. Brandon Tidwell  |
| 5. Ron Johnson     | 10. Seth Wood       |

1. Mr. Trammell made a motion to approve the applications for #1-Mark Armstrong, #4-Spencer Haslett, #5-Ron Johnson and #6-Kerry Muegge. Mr. Perry seconded the motion. All Board members voted aye in favor of the motion.
2. Mr. Trammell made a motion to approve the application for #2-Logun Bain, with discussion. Mr. Perry seconded the motion. Mr. Trammell asked why the applicant had performed an inspection before getting a license? Mr. Bain did not call in to the meeting, so the Board did not receive an answer. Mr. Trammell withdrew his original motion and made a motion for the applicant to appear before the Board, at the next meeting, and bring his home inspection reports for the Board to review. Mr. Perry seconded the motion and all Board members voted aye in favor of the motion.

3. Mr. Trammell made a motion to approve the application for #3-Bryan Bone. Mr. Perry seconded and all Board members voted aye in favor of the motion.
4. Mr. Trammell made a motion to approve the application for #7-Blayne Philbrook. Mr. Erwin seconded and all Board members voted aye in favor of the motion.
5. Mr. Trammell made a motion to approve the application for #8-Brian Shannon. Mr. Erwin seconded and all Board members voted aye in favor of the motion.
6. Mr. Trammell made a motion to approve the application for #9-Brandon Tidwell. Mr. Erwin seconded and all Board members voted aye in favor of the motion.
7. Mr. Trammell made a motion to approve the application for #10-Seth Wood. Mr. Perry seconded and all Board members voted aye in favor of the motion.

**VIII. CONTINUING EDUCATION / PRE-REGISTRATION COURSES**

**A. CONTINUING EDUCATION**

**1. Professional Home Inspection Institute (PHII) – Renewal of 80-Hr Pre-Registration Course**

COURSE NAME	CREDIT HRS	Previous AHIB Approval No.
a. Residential Home Inspection Basics	80 Hrs	PR-2020-02

Mr. McBride made a motion to approve the pre-registration course submitted by PHII. Mr. Trammell seconded the motion and all Board members voted aye in favor of the motion.

**B. PRE-REGISTRATION**

NONE

**IX. NEW BUSINESS**

1. MOU Invoice for two months
2. Finance Policy Directive

**X. OLD BUSINESS**

1. Update on Proposed Rule Changes – Ms. Chavis said there were no updates.

**XI. ADMINISTRATOR’S UPDATE to BOARD MEMBERS**

1. Weekly Reports to Dept. of Labor
2. Waiver of renewal fee for home inspector whose father passed in February 2021. Ms. London requested that the Board waive the license renewal fee for Home Inspector, Kyle McCormick because his father, who was also a Home Inspector, had passed away from Covid. His father had paid for two licenses, but he did not have an opportunity to use his, due to his illness and subsequent death. All Board members approved of the waiver.
3. There’s no more room in the filing cabinets for additional folders. New folders are being stored in boxes. Ms. London told the Board that there was no more room in the file cabinet to store folders and they are being stored in boxes. Board members suggested that Ms. London email the CFO about the situation to see if anything can be done.

4. Ms. London told the Board that the 2022 renewals have been printed and she will be stuffing envelopes at home each evening and on the weekends so that they will all be mailed by the deadline of November 15<sup>th</sup>, if not sooner.
5. Insurance expiration letters for November were mailed on October 15, 2021.

**XII. SCHEDULE NEXT MEETING**

December 15, 2021 @ 9:30 a.m. in the 4<sup>th</sup> Floor Board Room at the Dept. of Labor & Licensing  
*(Meeting date and time are subject to change at the discretion of the Board)*

Mr. Burkhead asked Ms. London to notify him and Mr. McBride, before the next meeting, so that they could come to the office to review the renewal documents.

**XIII. ADJOURNMENT**

The meeting was adjourned at 11:40 a.m.